



Program Proposal Format Instructions



Applicants that submit an I BOAT NJ Program Expression of Interest (EOI) that is approved will be notified in writing to submit a formal written Proposal. Applicants who submit a deficient EOI will be notified of the deficiencies and given the opportunity to resubmit the EOI.

Once approval is received, applicants should promptly compile and submit a proposal. Comparable information must be obtained from each applicant. The following structure must be used as a guideline for proposal development:

Proposal

Cover Sheet

Must include the following information:

- Applicant Name and Title (applicant submitting proposal)
- Contact Name and Title (if different from applicant)
- Contact Information (including e-mail)
- Name of Project
- Project Summary (No more than 100 words)
- Date
- Total Cost of Project
- Total Match Contribution
- Total IBOATNJ Request
- A complete list of project deliverables (as applicable)
- A list of project partners
- A separate cover letter is not necessary

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Introduction

This section must provide general information of interest, background, and indicate, as applicable:

- Where a facility is located (this should include accessible waterways, street address, nearby metropolitan areas, historical or other landmarks, etc.)
- Names of directly accessible channels (this should include water depths, route used by vessels to the facility, etc.)
- Public accessibility
- Fee structure
- Seasons/hours of operation
- Scope of analysis
- Environmental benefits
- Project History
- Other pertinent general information

Proposal Description & Objectives

A brief description of the project, or portion thereof, for which IBNJ funds are requested should be provided. Project objectives must be succinctly described and the goals of the project bulleted.



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OFFICE OF MARITIME RESOURCES**

Project Plan

A written description of project planning and related efforts must be outlined. This section should include, or refer to appendices that include, relevant surveys, renderings, photos, technical analysis and a conceptual project plan. List necessary permits and the status of permit applications.

I BOAT NJ Logo Display

Successful applicants will be required to display the I BOAT NJ logo on **all** project related materials. The applicant should describe how the I BOAT NJ logo will be incorporated in the project. Logo files (bmp. jpg. etc.) and/or signage will be provided by NJDOT/OMR.

Statement of Need

Applicant must describe why the project is beneficial locally, regionally, and/or economically, for example:

- Discuss other services in the area and indicate how the project may bridge a gap.
- Convey how or why the project is not a duplication of services already supplied in the area.
- Summarize other reasons why you believe this project is important and necessary.
- Explain why the selection committee should choose your Proposal over all the others.

Partnerships

Applicant should demonstrate partnerships with others where and when appropriate to develop multi-faceted, resourceful approaches to funding requests. A partnership specifically entails a cash contribution to the project. A description of additional project funding sources and a description of the status of any Federal, State, or local grant applications should also be provided in this section.

Leveraging Resources

Other project partnerships that provide value to the project such as “in-kind”, non-cash, or other cash-equivalent resources should be listed in this section. Contributions to the project that promote the applicants project or work conducted, assist with the distribution of materials, etc. may be listed in this section.

Budget

Provide written financial justification for the specific amount of the grant request. Cost/benefit information should demonstrate a high benefit to cost ratio in the request for funding. A detailed cost/budget breakdown must be provided in a clear and easily understandable format; a budget template can be found on the I BOAT NJ web page. The hard match (cash) requirement should be identified in the budget and any supporting documentation referenced.

Other Criteria

- **Applicant must submit one (1) original and seven (7) copies of the proposal; a total of eight (8).** The original document should be clearly labeled as “original.”
- Proposals should be compiled and complete, prior to submission. Applications should be detailed, clear and concise. Please note that clarity, spelling and grammar are taken into account in the proposal review process. Proposals should be typed in no less than 12 pt. font.
- Clear photographs and design materials should be included as appropriate.
- All necessary information should be included for the Selection Committee to make an informed decision.
- The **TOTAL** Proposal should be no more than 20 pages in length. Project requests above \$500,000 may add an additional ten (10) pages to their application, for a total of thirty (30), only if the additional pages lend directly to the value and merit of the proposal. All applicants are strongly encouraged to remain within the twenty page limit.

Proposal submissions that do not follow these guidelines, or that do not include sufficient information for the Selection Committee to make an informed decision, **WILL NOT BE INCLUDED** in the Proposal review process.